

Logistics i. General. The Office of Logistics will budget for general logistics

Services services in the departmental area as illustrated below. Operating components are responsible for budgeting costs of these services for [] overseas activities and for office-unique requirements.

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GSA-SLUC. The Office of Logistics will budget for reimbursement to GSA of Standard Level User Charges (SLUC) for all Agency real property holdings which are subject to such charges (See Para m. (1) below).

Motor Vehicles. Equipment for an operation of the shuttle service assigned vehicles, and pool vehicles.

Office Equipment Maintenance and Repair. Maintenance and repair of office furniture, safes, typewriters, calculators and other standard, general office machines.

Postage. Penalty indicia, stamps, Pitney-Bowes, registry fees, etc., for official Agency mailings.

Standard Office Equipment. Office furniture, safes, filing equipment.

Standard Office Supplies. Common administrative supplies, including items in the departmental supply rooms, such as pencils, staplers, xerox paper, pads, typewriter ribbons, etc.

Forms. Agency-stocked forms.

Special Office Equipment. Equipment such as typewriters, calculators, reproduction machines, and photographic (including microfilm) equipment will be budgeted by the requesting offices. Questions regarding such equipment should be referred to the Office of Logistics.

Real m. Operating components will budget for office-unique requirements including safehouses, [] overseas real property holdings. STATINTL

Printing 1. The Office of Logistics will budget for costs of printing except for special jobs that cannot be done in CIA facilities. Requirements for special printing will be budgeted by the office concerned.

Services

Cargo

Shipments

c. The Office of Logistics will budget for depot packing and crating supplies and for transportation of government property which is under the direction and control of the Office of Logistics. Operating components will budget for costs of all other cargo shipments.

Special Space and Utilities

Maintenance,

Alteration,

and Repair

n. The Office of Logistics will budget for general-use departmental space maintenance and utilities that are peculiar Agency requirements and not routinely provided by GSA under SLUC. Illustrations of OL's budgetary responsibility are:

- (1) Requirements for multi-component areas (such as the auditorium).
- (2) Requirements in support of the utilities systems (heating, electricity, air conditioning, sewage, water, etc.).
- (3) Minor, office-unique requirements (defined as costing approximately \$5,000 or less) such as movement of partitions, repositioning office furniture and safes, painting, special cleaning, etc.
- (4) Requirements for multi-component, large scale moves resulting, for example, from Agency reorganization or acquisition of new buildings.

Operating components will budget for other space maintenance and utilities requirements such as:

- (1) Major space modifications (over \$5,000) in departmental buildings such as those resulting from internal reorganization or installation of major equipment or laboratory systems.
- (2) All facilities-related costs (GSA or other agency charges, maintenance, and utilities) for operating component controlled installations such as training centers and overseas sites.

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